



FACULTY
OF SOCIAL SCIENCES
Charles University



INTRO

2020/21

FSV UK Handbook
for students of English language
degree programmes

CONTENT

| | |
|---|-----------|
| A. INTRODUCTION | 6 |
| 1. WELCOME TO CHARLES UNIVERSITY! | 6 |
| 2. FACULTY OF SOCIAL SCIENCES | 7 |
| B. ACADEMIC INFORMATION | 9 |
| 1. PERIOD OF STUDY | 9 |
| 2. REGISTRATION FOR CLASSES AND EXAMS | 9 |
| Czech Language Classes | 10 |
| Withdrawal/Additional Registration for Classes | 11 |
| Registration for Further Year of Study | 11 |
| Interruption of Studies | 13 |
| 3. GRADES AND GRADING SYSTEM | 14 |
| 4. TRANSFERRING CREDIT | 15 |
| 5. FINAL STATE EXAMS AND GRADUATION | 16 |
| Bachelor's / Master's | 16 |
| Administrative Procedures | |
| Before Taking the Final State Exam | 17 |
| Plagiarism And Cheating | 17 |
| 6. ACADEMIC CEREMONIES & DIPLOMAS | 18 |
| Diploma and Graduation Ceremony | 18 |
| 8. STUDENT MOBILITY | 20 |
| Study Abroad Opportunities – Basic Principles | 20 |
| Types of Exchange Programmes Available | 20 |
| Funding | 21 |
| C. FINANCIAL PROCEDURES AND POLICIES | 22 |
| 1. GENERAL PROVISIONS | 22 |
| Discount in Tuition Fees | 22 |
| 2. SCHOLARSHIPS | 23 |
| Merit Scholarship | 23 |
| 3. BANK DETAILS | 24 |
| D. VISA SEEKING STUDENTS | 25 |
| Which documents you will need for a residence permit Application/renewal: | 25 |
| Ministry of the Interior office for university students | 27 |
| Registration with the Immigration Police upon Arrival to the Czech Republic | 27 |

| | |
|--|-----------|
| E. UNIVERSITY LIFE | 28 |
| International Office: English-Taught Degree Programmes Department | 28 |
| Students with Special Needs | 28 |
| Psychological Counselling for International Students | 29 |
| 1. STUDENT ID CARDS | 29 |
| 2. IT – LOGINS, PASSWORDS, WI-FI, MICROSOFT 365, GMAIL | 30 |
| User’s Account | 30 |
| The Login and Charles University Central Authentication Service (Cas) Password | 30 |
| Forgotten Login | 30 |
| Forgotten Password | 31 |
| Wi-Fi | 31 |
| Student Faculty Email Account | 31 |
| Microsoft Office 365 For Students | 31 |
| Copying | 32 |
| Important Information | 32 |
| And Don’t Forget To | 33 |
| 3. THE STUDENT INFORMATION SYSTEM (SIS) | 33 |
| 4. LIBRARIES | 34 |
| How to Borrow? | 34 |
| Hollar Building | 35 |
| Opletalova Building | 35 |
| Jinonice Building | 35 |
| 5. HOUSING AND CAFETERIAS | 36 |
| Halls of Residence | 36 |
| Cafeterias | 36 |
| 6. HEALTH CARE | 37 |
| Health Insurance for EU Citizens | 37 |
| Health Insurance for Non-EU Citizens | 37 |
| 7. SPORT | 38 |
| 8. ERASMUS STUDENT NETWORK CHARLES UNIVERSITY PRAGUE (ESN CU PRAGUE) | 39 |
| 9. PUBLIC HOLIDAYS | 40 |
| 10. WHO TO TALK TO WHEN YOU NEED... | 41 |

| | |
|-----------------------------------|-----------|
| F. ACADEMIC CALENDAR | 42 |
| G. USEFUL CONTACTS | 47 |
| 1. FACULTY OF SOCIAL SCIENCES | 47 |
| International Office | 47 |
| Institutes | 48 |
| Study Programmes | 48 |
| Faculty Central Administration | 51 |
| Emergency Phone Numbers | 51 |
| Follow Us! | 51 |
| 2. CHARLES UNIVERSITY | 52 |
| Information And Advisory Services | 52 |
| Card Service Centres | 52 |

List of Abbreviations:

ETC - European Credit Transfer and Accumulation System
CUNI – Charles University
FSV UK – Faculty of Social Sciences, Charles University in Czech
ISIC – International Student Identity Card
MOI – Ministry of Interior
UK – Univerzita Karlova (Charles University)
UKČO - Charles University - number of the person
SIS – Student Information System



Our dean's welcome to international students

Dear international students,

Let me welcome you to our Faculty on behalf of our academic and administrative staff as well as your Czech peers.

We are extremely happy that you have chosen Charles University, and especially the Faculty of Social Sciences, as your new alma mater. According to multiple prestigious international rankings, our Faculty belongs among the best universities and I hope you will start your path towards a very successful career or continue on it, here.

I also wish you very nice experiences not only at lectures and seminars, but also with

your colleagues. Friendships I built up at our Faculty during my studies of journalism and media studies belong among the most precious things I have.

Our Faculty tries to be supportive in seeking excellence in your selected fields of study, as well as in the various difficulties and obstacles which quite naturally arise during the studies. Please do not hesitate to seek help if you need it. Do not underestimate preventive solutions of problems and prefer them before the problem becomes more serious. We try to pursue our goal to be an open and fair institution and no one wants to leave any student behind.

I know that this year will be more challenging for all of us because of the circumstances with Covid-19. However, I firmly believe that we can overcome any challenges ahead of us together. I am very much looking forward to meeting you in the corridors of our Faculty and at various cultural, community or sports events. And I wish you good luck.

Kind regards,

*PhDr. Alice Němcová Tejkalová, Ph.D.
Dean, Faculty of Social Sciences,
Charles University*

A. INTRODUCTION

1. WELCOME TO CHARLES UNIVERSITY!

Charles University (UK) was founded in 1348 by the Holy Roman Emperor Charles IV as the first university to the north of the Alps and to the east of Paris. It belongs among the oldest and largest universities in the world and it is the oldest and also the largest university in the Czech Republic.

Today Charles University has 17 faculties in 3 different cities, 3 university institutes, 6 further centres for educational, scientific, research, development and other activities or for provision of information services, 5 university-wide special facilities and the Rectorate as the administrative centre of the whole University. The Faculty of Social Sciences is the second youngest faculty, founded in 1990.

The University as a whole has about 53 000 students with more than 7 000 students originating from foreign countries. There are over 300 accredited degree programmes and 660 study disciplines. Charles University covers the full spectrum of fields – medicine, pharmacy, science, humanities and social sciences, theology and sport at bachelor, master and doctoral levels. Over

150 academic programmes are taught in a foreign language, mainly in English but also in German or French.

The University is also dedicated to international cooperation with prestigious educational and research institutions. UK has signed a total of 450 bilateral agreements on the Erasmus programme framework and 190 international partnership agreements with foreign universities.



2. FACULTY OF SOCIAL SCIENCES

The Faculty of Social Sciences (FSV UK) is the second youngest faculty of Charles University. Shortly after its creation in 1990 the Faculty became a regional centre of teaching and research in economics, sociology, political science, international relations, area studies, media studies and journalism. Currently the Faculty has around 4 000 full-time students. Approximately 400 of them are enrolled in one of our English-language degree programmes. FSV UK has one of the highest international mobility participation rates of all the faculties of Charles University.

Each year it welcomes around 500 exchange students from all over the world.

FSV UK emphasizes the development of international cooperation. Firstly, by developing and strengthening scientific bonds, student and academic mobility and, secondly, by offering English-taught degree programmes.

Our mission is the promotion of learning and the protection of knowledge, the cultivation of free thought, independent academic research and the support of the creative spirit of human society.



LOCATION



1 Celetná building
Houses: Charles University Rectorate
Address: Celetná 20, 110 00, Praha 1

2 Hollar building (Main Campus)
Houses: Institute of Communication Studies
and Journalism
Central administration of the Faculty
Dean's Office
International Office
Address: Smetanovo nábřeží 6, 110 01 Prague 1

3 Opletalova building
Houses: Institute of Economic Studies
Address: Opletalova 26, 110 00 Prague 1

4 Pekařská building
Houses: Institute of International Studies
Address: Pekařská 10, 158 00 Prague 5
Houses: Institute of Political Studies
Institute of Sociological Studies
Address: Pekařská 16, 158 00 Prague 5

The Faculty is divided into five institutes spread at four different locations in Prague



Hollar building

is our main campus. It is located on Smetanovo nábřeží in the very centre of Prague with a beautiful view over the Charles Bridge and the Prague Castle. It is the seat of the Dean's Office, the central administration and also of the Institute of Communication Studies and Journalism.

Opletalova building

is found on Opletalova street in the very centre of Prague, just few blocks from the Wenceslas Square. It houses the Institute of Economic Studies.

Pekařská building

is located a little further away from the city centre, near the metro station Nové Butovice. It houses three of our institutes: Institute of International Studies, Institute of Political Studies and the Institute of Sociological Studies.

Celetná building

Charles University Rectorate is located here. Organizational structure of the Rectorate is divided into four organizational parts: Rector's Office, Bursar's Office, Departments of Rectorate, Internal Audit Department.

B. ACADEMIC INFORMATION

Study at the Faculty of Social Sciences is governed by three interlocking sets of regulations: The Higher Education Act of the Czech Republic, The Consolidated Study and Examination Code of Charles University and The Faculty's own Rules for the Organisation of Studies. All regulations are available on the intranet of the Faculty [website](#).

Academic year is traditionally divided into two semesters: winter and summer semester. Each semester is followed by an examination period lasting five weeks, during which there are no classes. Further useful information on deadlines is available in academic calendar which is published every year on the intranet of the Faculty website. You can find the academic calendar for the year 2020/2021 at the end of this brochure.

1. PERIOD OF STUDY

The maximum allowed period of study in any study programme is 6 years for a Bachelor's degree and 5 years for a Master's degree. Standard period of study is 3 years for a Bachelor's degree and 2 years for a Master's degree. Periods of interruption of studies do not extend this deadline.

2. REGISTRATION FOR CLASSES AND EXAMS

Students may register for classes and exams exclusively **through the Student Information System (SIS)**. Students log into the system using the password they obtained along with their student ID (CAS password). Registration for individual classes is open twice per year, at the start of the relevant



semester. During this time students are free to attend any courses and add or drop classes according to their preference. **Please make sure you have enrolled for all the classes you wish to take by the end of the registration period and at the same time drop/de-register from all the classes you do not wish to attend.**

Student may register for mandatory classes and electives **no more than twice during the whole of their studies.** Optional courses may be taken only once. In case a student fails to pass a mandatory class s/he needs to register for the class again the following academic year. **If a student fails to pass a mandatory class twice, his/her studies will be terminated.**

The vast majority of classes are concluded by a written exam, even though some lecturers will prefer an oral exam or a combined final grade (e.g. any combination of essays, coursework, quizzes, presentations, midterm and a final exam). Students are allowed a total of three attempts (two retakes) to pass the final exam of each class in the given semester. However, students can only sit a retake if they failed the first/previous attempt. Improvements of once received passing grade (A to E) are not allowed.

CZECH LANGUAGE CLASSES

Classes beginning JLB are generally language courses. JLB100 through JLB103 are classes Czech as a Foreign Language I-IV, intended primarily for our international students. Complete beginners should register for JLB100; those who have some prior knowledge of Czech language and would like to register for one of the more advanced courses will have to pass a placement test before the classes begin. In most semesters we will run several groups simultaneously at various levels.



WITHDRAWAL/ADDITIONAL REGISTRATION FOR CLASSES

Late registration and/or withdrawal is subject to a written request. Students who wish to add and/or drop a class after the standard registration period must make a formal written request to the International Office using the official and specific Request form you can find on the [website](#). The programme coordinator must sign a request for additional enrolment into the subject. The programme coordinator and programme supervisor must sign the request for additional deletion of the subject from SIS. Both forms must be approved before it is delivered to the International Office.

Late registrations are possible at most 6 weeks after the standard registration period. Late withdrawals are possible till the end of the semestral examination period. It is not possible to withdraw from a class which has been completed already including failed courses with grade F.

REGISTRATION FOR FURTHER YEAR OF STUDY

International Office makes the registration for continuing students. Students are obliged to apply in SIS for the check of fulfilling their study requirements. Students will be notified in advance via e-mail and receive instructions on how to use for the mentioned checking in SIS. If they don't apply for this, they will receive an e-mail reminder, and if they still ignore this obligation, the IO starts the termination of their study. If some of their grades are missing students should contact their teacher about it as soon as possible.

Registration for a further year of study is conditional on students having fulfilled the specified minimum study requirement in the preceding years.

Minimum amount of credits required for registration for a further year in regular full-time studies in individual study programmes:

Bachelor's study programmes

45 credits to register for the second year of studies

90 credits to register for the third year of studies

135 credits to register for the fourth year of studies

170 credits to register for the fifth year of studies

170 credits to register for the sixth year of studies

Master's study programmes

45 credits to register for the second year of studies

90 credits to register for the third year of studies

110 credits to register for the fourth year of studies

110 credits to register for the fifth year of studies

In case of prior official interruption of studies for a semester, these figures are adjusted proportionally, (e.g. registering for the 3rd year of Master studies after an interrupting studies for a semester would require 68 credits instead of 90).

Classes may be withdrawn from your study programme curricula and at the same time new classes may be added in your second or third years of studies. Credits earned for classes that are later on removed from the curricula remain valid for the rest of your study. Similarly, if a new class is added you may take the class and the credits gained will be counted towards your total amount.

In case a class is modified and its credit value changes (e.g. increases), there will be no credit correction (i.e. upgrading) for classes completed prior to such a change.

Even though students must earn 110, resp. 170 credits in order to conclude their studies by defending the Master/Bachelor Thesis and passing the Final State Exam, they are free to take additional classes on top of the required 110/170 credits.

INTERRUPTION OF STUDIES

A student can initiate official interruption of studies by delivering a formal written request to the International Office. The particular request form can be found on the website. The request must be made at least 3 weeks before the start of a semester and before the student registers for further year of study. Unless disciplinary proceedings have been initiated against the student, the request for interruption shall be granted. Studies may be interrupted either for a semester or the whole academic year and students may ask for interruption of studies more than once. With the exception of particularly serious cases, mainly health reasons, study may not be interrupted before the completion of the first semester.

Interruption can be also initiated by the dean on the grounds that the tuition fee was not paid and the student ignored the appeal to do so.

Students applying for interruption in the summer semester should make sure they have enough credits to be able to register for further year of studies in the beginning of new academic year. Please note that official interruption of studies does not in any way extend the maximum allowed period of studies which is 6 years for a Bachelor's degree and 5 years for a Master's degree.

During the interruption period, the student loses the legal status of a student, i.e. loses the purpose of stay, and the visa/residence permit will be terminated.

TERMINATION OF STUDIES

The Faculty of Social Sciences can terminate studies of a student in case:

- a) the student has not achieved required number of credits to be registered for a further year of study;
- b) the student has not asked/applied in SIS for the checking of her/his study requirements and ignores the e-mail reminder;
- c) the student has not successfully graduated during the maximum allowed period of his/her studies;
- d) the student failed to pass a mandatory class twice;
- e) the Disciplinary Committee decided to terminate the studies;
- f) the students whose studies have been interrupted failed to pay the tuition fees despite the Faculty reminders and appeals.

3. GRADES AND GRADING SYSTEM

In the Czech university system, courses are either completed by an examination or by other study requirements.

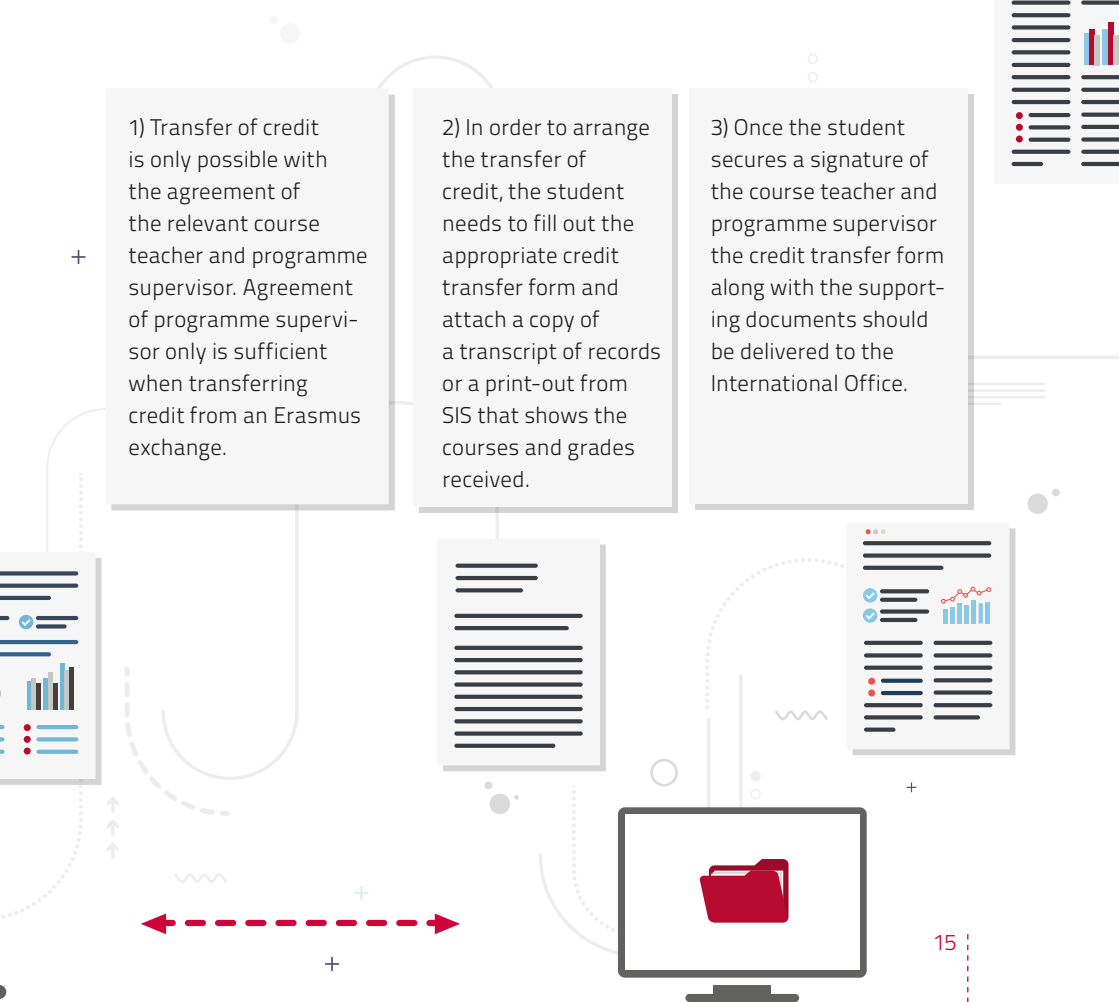
The recommendation for using the A-F classification is as follows: To evaluate the student's performance in percentage (0-100%) and providing the evaluation accordingly 0-50% = F, 51-60% = E, 61-70% = D, 71-80% = C, 81-90% = B, 91% and more = A

Where a course is completed by a study requirement other than an examination, it is not graded, but it is recorded as Z – Zápočet (non-graded credit in a non-examination subject). This is in effect a Pass in a two tier Pass/Fail grading system.

| Grading Scheme | | Description |
|----------------|--------------|---|
| A | Excellent | Excellent performance. The student has shown excellent performance, originality and displayed an exceptional grasp of the subject. |
| B | Very Good | Very good performance. The student understands the subject well and has shown some originality of thought. Above the average performance, but with some errors. |
| C | Good | Good performance. Generally sound work with a number of notable errors. |
| D | Satisfactory | Satisfactory performance. The student has shown some understanding of the subject matter, but has not succeeded in translating this understanding into consistently original work. Overall good performance with a number of significant errors. |
| E | Sufficient | Sufficient performance. Acceptable performance with significant drawbacks. Performance meets the minimum requirements. |
| F | Fail | Fail. The student has not succeeded in mastering the subject matter of the course. |
| Z - Zápočet | Pass/Credit | Pass. The student receives credit for the course but no specific grade. |

4. TRANSFERRING CREDIT

Students have a possibility to transfer credits provided they follow the procedure spelled out below. There are three types of credit transfer: credit transfer within Charles University from previous studies, credit transfer from studies abroad (generally an exchange within Erasmus network), and transfer of credits from the previous study (outside CU). You can find specific credit transfer forms for credit transfer within CU and transfer from studies abroad/previous study at the Faculty website in the forms and regulations section. Please make sure you **select the correct form**.



5. FINAL STATE EXAMS AND GRADUATION

BACHELOR'S / MASTER'S

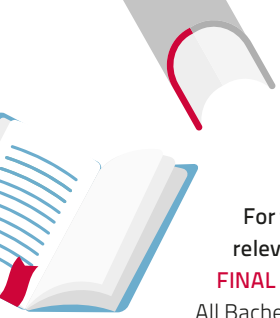
The Bachelor/Master thesis is an extended piece of original academic writing, with which students are expected to complete their studies. Students have some flexibility in their choice of thesis topic. Generally, a thesis topic that falls into any of the main subject areas of the programme will be acceptable, though individual thesis proposals are subject to the approval of the programme supervisor. Also the Faculty institutes have different methods of assigning/selecting thesis topic. **Please consult your programme coordinator for further details.**

Although the final thesis must be student's own work, each individual student will be assigned an academic, the thesis advisor, who will advise and guide the student in her/his research, especially in the early stages of the thesis formation. Students are encouraged to identify and propose a potential advisor from amongst the regular teachers of the programme/institute, according to their research interests. The choice of a thesis advisor is, however, subject to the approval of the programme supervisor.

In the early stages of the thesis writing, students are expected to submit a simple 2-4 page outline of their proposed thesis, for preliminary approval by the programme supervisor. This is the so-called Thesis Proposal. Once the thesis proposal is approved by both the thesis advisor and the programme supervisor it will be registered into the SIS. The earliest you can attempt the thesis defence is 12 months after the topic was registered in the SIS. The thesis itself should be submitted about one month before the final state exam.


As a rough guide, the basic timeline is as follows, but please remember to check for specific deadlines for submitting a thesis project as well as the final thesis in a current academic calendar:

- If you plan to graduate in the summer semester (June or September). The final thesis must be submitted in mid-May of the year when you want to graduate.
- If you plan to graduate in the winter semester (February). The final thesis must be submitted in early January of the year when you want to graduate.



For further information on the Bachelor/Master thesis please speak to the relevant programme coordinator.

FINAL STATE EXAM




All Bachelor/Master degree programmes at Czech universities are completed by a Final State Examination. At the Faculty of Social Sciences the final state exam is always an oral exam in front of an examination committee typically consisting of 4 people. There are two basic types of the final state exam: either it is a thesis defence only or it is a thesis defence combined with answering questions drawn by ballot. The final state exam itself takes about 45 to 60 minutes. Each student is given 45 minutes to prepare his/her answers after they draw the questions (applies to the later type of the final state exam). Committee members have the right to address the student with more detailed questions related to the given topic.

Final state exams are generally held three times per year. For the winter semester in late January/early February and for the summer semester in June, or September.


ADMINISTRATIVE PROCEDURES

BEFORE TAKING THE FINAL STATE EXAM




There are a number of administrative steps students must take before they are allowed to proceed to the Final State Exam. The procedure is stated in the Rules for Organization of Studies and students are obliged to follow its updates.

- 1) Students have to register for the final state exam. Registration is done online via SIS.
- 2) The thesis must be submitted electronically via SIS UK in PDF/A format, at least in one printed copy in a ring or hard bindings, unless stipulated otherwise by the director of the institute.
- 3) The Bachelor's and Master's Theses are assigned and submitted at dates stipulated by the timetable of the academic year.



The student sets her/his own theme in the form of a request to the person entrusted with the management of theses. The project must have a character of a thesis and must be signed by the proposed supervisor.

PLAGIARISM AND CHEATING



Do not do it. Be aware that at Charles University plagiarism and cheating are strictly prosecuted. In extreme cases they may result in expulsion from the university. The faculty uses the Urkund anti-plagiarism software for verifying that all master and bachelor theses (as well as randomly selected written coursework) are free from plagiarism. Master and bachelor theses are checked for plagiarism automatically as they are entered into SIS.

Please make sure all information, data, graphs and numbers in your work taken from external sources are explicitly quoted and correctly referenced. Various guides and manuals on research methods, academic writing, quotations and acknowledgement of sources and bibliographic citations are available at the Faculty's [library website](#) for your reference.

6. ACADEMIC CEREMONIES & DIPLOMAS

MATRICULATION CEREMONY AND OATH

In a matriculation ceremony, students entered in the student register of a faculty (matricula) pledge to fulfil the requirements of academic study, to honour their moral obligation toward the University, and to respect its internal regulations and the decisions of academic officials.

All students shall take the matriculation oath and typically it is done during the matriculation ceremony in the beginning of October; specific date is always in the academic calendar.

The ceremony takes place every year so it is possible for students to attend it in their second or further year of studies. Usually, the international students sign the oath which they receive in writing during registration for studies in September.

DIPLOMA AND GRADUATION CEREMONY

During the graduation ceremony the student officially graduates from Charles University, taking the academic pledge (in Latin) and receiving a diploma+diploma supplement which entitles him/her to use an academic degree.

Graduation ceremonies take place in the Aula Magna of the Carolinum. The graduation ceremony is held in Czech/English and Latin, features university insignia and high-ranking university officials wearing academic gowns.

The International Office will inform students of their specific date of graduation ceremony.

Graduation ceremonies are generally held three times per year. At the end of September for those who passed their final state exam in June, in November for those who finished their studies in September and in mid-March for those who finished in February.

In course of the ceremony graduates receive their diplomas, printed in Latin on a handmade paper rolled into a blue tube. Those who graduated with honours (Summa Cum Laude) receive red tubes.

Included is also a bilingual (Czech-English) diploma supplement which follows the model developed by the European Commission and describes the nature, level, content, context

and status of the successfully completed studies as well as the qualifications obtained. If you are not planning on attending the graduation ceremony you need to inform the International Office after passing your final state exam in order to make necessary arrangements while still in the Czech Republic.



Charles University maintains the traditional academic rituals of passage: matriculation and graduation ceremonies.

8. STUDENT MOBILITY

The international mobility at the Faculty is mainly based on the European Higher Education Area which is coordinated by the Bologna Process. Its most visible demonstration is the ERASMUS+ Programme. The Faculty is also developing international cooperation beyond the framework of the European programmes. This includes cooperation with partner universities in North America, Asia and the Middle East.

STUDY ABROAD OPPORTUNITIES – BASIC PRINCIPLES

There are two main channels available to our students: (i) formal exchanges (through Erasmus+ and similar programmes); (ii) shorter periods of study, generally suggested by the students themselves, in which they conduct research for their Master's thesis, with financial support from the University.

Students must remain registered as students at the Faculty of Social Sciences throughout the entire period of their studies abroad. This is a fundamental requirement for students to participate in an exchange and/or to receive funding and it means students must continue to pay school fees, so they remain registered.

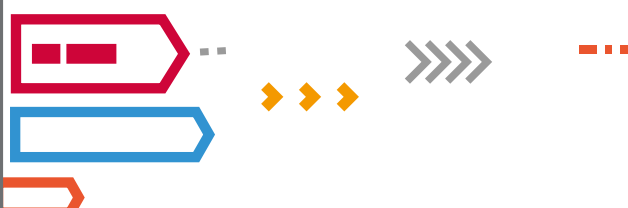
TYPES OF EXCHANGE PROGRAMMES AVAILABLE

The Erasmus+ study exchange: study exchanges are organised on the basis of a series of bilateral agreements with specific partner universities. The selection panel for the Erasmus+ study exchange is held once a year in February/early March for exchanges in the following academic year (i.e. February 2021 for exchanges in academic year 2020/2021). Details are usually posted on the International Office's website in January/February.

Successful applicants are entitled to an Erasmus+ scholarship that will help to fund their living costs abroad. The exact amount of the scholarship will depend on the destination and is given by the Rectorate.

The Erasmus+ practical placements: aside from study exchanges practical placements provide students with yet another opportunity to gain experience abroad within the Erasmus+ programme. Details with information on procedure and deadlines are posted on the IO website. The applications may be submitted continuously all year long. Although students can work at broad range of organizations and institutions, a practical placement may not be performed in the EU institutions, organizations administering the EU programmes.





Erasmus+ ICM: Erasmus+ International Credit Mobility (E+ ICM) is a programme within the Erasmus+ framework promoting the exchange of students, academics, and non-academic staff with partner countries of the Erasmus+ program - mostly non-EU and non-EFTA countries and non-candidate countries of the EU.

Mobilities are realized via specific projects with partner universities, the period of implementation is usually 3 years. Some of our partner universities are in the USA, Izrael, Canada, Montenegro etc.

Successful applicants are entitled to a scholarship from E+ ICM programme.

Inter-university study exchanges are generally organised with universities outside the EU – the USA, Australia, New Zeland, Japan, China, Taiwan, Russia, though FSV UK also has a wide range of inter-faculty agreements with Latin America, Mexico, China, Izrael, Canada, Australia, New Zeland, USA.

Offers of individual exchanges are announced at various dates throughout the year, depending on the administrative deadlines of the partner universities. Some inter-university exchanges come with a scholarship already attached, but in most cases they guarantee only a waiver of school fees at the host university, and students may apply for funding from the Rector's Mobility Fund.

Aside from inter-university exchanges students may also benefit from inter-government exchanges.

FUNDING

The University's main instrument for the support of students studying abroad is the Rector's Mobility Fund (Fond mobility UK). The Mobility Fund generally issues two calls for funding applications per year. Applications must be made through the International Office of the Faculty.

The Mobility Fund has two basic principles: (i) it will only ever fund future travel plans (i.e. it will not fund travel in arrears); (ii) it will provide no more than half of the student's anticipated expenses.

Students seeking funding for individual study/research trips related to their thesis may also apply for funding from the Rector's Mobility Fund under the same conditions as exchange students.

C. FINANCIAL PROCEDURES AND POLICIES

1. GENERAL PROVISIONS

School fees at the Faculty of Social Sciences in any given year are specified on the Faculty website.

The obligation to pay the tuition fee for the whole academic year arises to a student with the start of the academic year. The yearly fees are payable in two installments – one installment per semester. Students will be issued with an invoice for the upcoming semester after start of the semester and will be sent a scanned copy of their semestrial invoice together with payment instructions to their registration / faculty e-mail.

Students may pay their school fees either in Euro, or in Czech crowns. Students who wish to pay their school fees in a third currency (e.g. US dollars) are free to do so, but they must make sure they pay the equivalent value of the price in Czech crowns (CZK), not the nominal price in Euro.

Every invoice will include the following information: (I) nominal school fees payable in Euro; (II) the equivalent sum payable in Czech crowns according to the current exchange rate on the day the invoice was issued; (III) payment due date. In case of failure to pay the tuition fee as per deadlines, the procedure of terminating student's studies will be started as per paragraph II (1) of the standard Contract regarding full-time study.

DISCOUNT IN TUITION FEES

The Faculty of Social Sciences offers students the opportunity to apply for various discounts on the tuition fee in all study programs. Find the detailed information on the website or ask the International Office.

2. SCHOLARSHIPS

MERIT SCHOLARSHIP

Scholarship for excellent study results is paid out in November retrospectively for the previous academic year in the form of a one-time payment.

The scholarship can be paid out:

- a) To students enrolled in Bachelor's study programme realized by the Faculty who in the previous academic year studied at the Faculty in the first, second or third year and during the given year acquired at least 45 credits.
- a) To students enrolled in Master's study programme realized by the Faculty who in the previous academic year studied at the Faculty in the first year and acquired at least 30 credits.

The students who fulfil all the conditions listed above will have their grade point average (GPA) calculated for the previous academic year. It will be based on all the exams including retakes and all classified credits. Calculation of a GPA is based on the number of credits which can be obtained by a successful completion of courses or exams. If a student acquired more than 60 credits in the previous academic year, deductions amounting to 0.01 will be set for each credit exceeding the limit. The final study results of a student will be calculated as a GPA reduced by the deductions.

Students who met conditions listed above will be divided into five groups according to institutes. These five groups are further divided into sub-group (Bachelor vs. Master students, 1st year vs. continuing students). Designated percentage of students within each sub-group with the best study results will be awarded scholarship. The entire sum of scholarship money for excellent study results will be distributed evenly among all the selected students within the sub-groups. The specific amount of scholarship will be determined linearly according to study results within each sub-group. Minimum and maximum amount of scholarship and the percentage of students eligible for scholarship will be stipulated by the Dean upon the statement obtained from the Academic Senate.



3. BANK DETAILS

| | |
|---------------------|---|
| Name of bank | Komerční banka |
| Address | Spálená 51, Prague 1, Czech Republic |
| Post code | 110 00 |
| Account name | Univerzita Karlova Fakulta sociálních věd |
| Variable symbol | Invoice number |

| | |
|------------------|-------------------------------|
| Account currency | CZK |
| Account number | 85033011/0100 |
| IBAN | CZ58 0100 0000 0000 8503 3011 |
| Swift code | KOMBCZPPXXX |

| | |
|------------------|-------------------------------|
| Account currency | EUR |
| Account number | 107-8975070267/0100 |
| IBAN | CZ49 0100 0001 0789 7507 0267 |
| Swift code | KOMBCZPP |

D. VISA SEEKING STUDENTS

Students who are not citizens of the EU, citizens of EFTA, or permanent residents of the Czech Republic, must obtain either a visa or a residence permit (the student may choose) in order to study at Charles University.

The first visa/residence permit application is made at the Czech Embassy, usually in the student's country of residence. Processing time is often 60 days.

Students then will have to renew their visa/residence permit during their studies. Regarding a visa renewal, students are actually required to apply for a long-term residence permit for the purpose of studies instead, because student visas cannot be extended or renewed. Application for residence permit following up on a long-term student visa must be made no earlier than 90 days and no later than 14 days before the original visa expires. Application for residence permit renewal must be made no earlier than 120 days and no later than 0 days before the original residence permit expires. An application for a long-term residence permit following up on a long-term student visa, or an application to extend the current long-term residence permit is filed at the Ministry of the Interior (MOI) offices according to the applicant's place of residence or at the special MOI office designated for university students only. Residence permit will be issued in the first instance for a maximum of 1 year.

WHICH DOCUMENTS YOU WILL NEED FOR A RESIDENCE PERMIT APPLICATION/RENEWAL:

- Completed Application Form;
- A valid travel document (generally your passport);
- 2 photographs;
- A document confirming the purpose of your stay in the Czech Republic (a student status confirmation will be issued by the International Office only if students have no outstanding debts to the Faculty of Social Sciences);



- Evidence of sufficient funds to cover your stay in the Czech Republic, ie. a bank statement demonstrating your financial situation. If the documents are issued in other language than Czech, translation to Czech language will be requested. There is a specific amount that must be shown as a proof of sufficient funds. Applicants may be also asked to submit a copy of their valid banking card. See more on the [MOI website](#).
- Proof of accommodation in the Czech Republic. For students staying in the hall of residence this document can be supplied by the Accommodation Office of the hall of residence or the International Office upon request. Students living in private housing must submit an official Proof of accommodation form (available for download on the MOI website) which needs to be filled in and signed by the landlord of the apartment in which they live. Landlord's signature must be certified.
- Evidence of comprehensive health care insurance cover; a document on having paid the insurance premium may be requested. Insurance must be provided by an insurance company that is authorized to provide its services in the Czech Republic – for a list of accredited health insurance providers see the Faculty website.
- Students are fully responsible to arrange health care insurance covering health care related to COVID 19.

If a long-term residence permit is granted, students will be issued with a residence card detailing their residency status and carrying biometric data (face depiction and fingerprints). Students will be invited by the Ministry of the Interior to provide biometric data at one of its branches within three days after being granted the permit. When the card is ready for pick up, they will be asked to come to collect it. [Administration fee](#) for the residence card is 2,500 CZK.

Please pay full attention to the official communication from the state administrative should you wish not to risk legal complications which can lead even to an expulsion.

MINISTRY OF THE INTERIOR OFFICE FOR UNIVERSITY STUDENTS

Charles University together with the Ministry of the Interior of the Czech Republic opened a MOI office at the address Hládkov 682/9, Prague 6 (Komenského hall of residence building). This office deals exclusively with international university students from countries outside the EU studying in Prague. Students and academic staff can arrange all their requirements associated with residence permit at this office.

In order to get an appointment you can apply [online](#) or e-mail to pobyty.hladkov@mvcz.cz. You can also make a telephone reservation (tel. line: +420 974 820 680). All callers are kindly requested to inform the phone operator that they are university students.

REGISTRATION WITH THE IMMIGRATION POLICE UPON ARRIVAL TO THE CZECH REPUBLIC

All students who arrive on a student visa are legally obliged to register with the Immigration Police within 3 business days of arrival. Students who are citizens of the EU or EFTA member countries are legally obliged to register with the Immigration Police within 30 days of arrival. Students who live in one of the UK dormitories will be registered automatically by the Accommodation Office, so they do not need to register in person.

To register with the Immigration Police, a student will need the following documents:

- A valid travel document (generally your passport);
- Registration Card: available at the Immigration Police office
- Health insurance valid for the Czech Republic

Students should register at the branch of the Czech Immigration Police. Students should register at the branch of the Czech Immigration Police. Immigration Police Office contacts can be found on their [website](#).



E. UNIVERSITY LIFE

INTERNATIONAL OFFICE: ENGLISH-TAUGHT DEGREE PROGRAMMES DEPARTMENT

| Personnel | Main Area of Responsibility |
|-----------------------|---|
| Ms. Michaela Rudinská | Head of International Office |
| Mr. Lukáš Budín | Student Services Officer (SSO): registration for classes and further years of study; any and all procedures related to official student status; diploma and graduation ceremony; transcripts and confirmation of study |
| Mr. Michal Semian | Erasmus Mundus programme coordinator Visa documents, transcripts and confirmations of study |
| Ms. Eva Kapuciánová | Financial procedures and tuition payments, fee waivers forms, scholarships Transcripts and confirmations of study |
| Ms. Kateřina Frídlová | Admission process, Recognition of previous education („nostrifikace“) Accommodation in CU halls of residence, visa/ residence permits Development scholarship, welcome activities for students |

STUDENTS WITH SPECIAL NEEDS

Charles University offers a wide range of support for students with disabilities (visual impairment, hearing disorders, speech impediments, physical disability, autism spectrum disorders, mental disorders, specific learning and behaviour disorders). This support is provided free of charge based on the student's type of disability and may include modification of study conditions and environment, assistance, information and counselling services or the provision of technical equipment and aids. To be able to make use of these services, you need to be registered as a student with special needs. If you are interested in being registered as such a student, please contact the Faculty coordinator for students with special needs, who will provide you with all the necessary information. It is recommended to stay in contact with this coordinator during the whole period of your study so that any occurring problems can be responded in time.

FSV UK coordinator for students with special needs:

Ms. Michala Maturová

(office no. 209, Hollar building)

michala.maturova@fsv.cuni.cz

+420 222 112 188

Please schedule an appointment via e-mail.

University-wide office for students with special needs Centrum Carolina is part of CU Point, Centre for Information, Counselling and Social Services.

Address: Celetná 13,

110 00 Prague 1

E-mail: centrumcarolina@cuni.cz.

PSYCHOLOGICAL COUNSELLING FOR INTERNATIONAL STUDENTS

Centrum Carolina offers psychological counselling for English-speaking students. Should you need our help to deal with your study, family, personal or other problems, you are welcome to come to our centre. The counselling is free of charge for all Charles University students.

| Opening hours: | | |
|----------------|--------------------|--|
| Friday | individual clients | development and self-discovery group for both, Czech and international student |
| | 8.00-11.00 | 11.00-12:30 |

Address: Školská 13a, Prague 1

Contact person: Mgr. Milan Polák (the psychologist)

counsel@ruk.cuni.cz

Registration: <https://sites.google.com/site/ipscuk/>

1. STUDENT ID CARDS

Charles University student ID cards serve as evidence of the holder's relation to UK and to one of its faculties. These chip cards contain personal data, a bar code, a photograph and a signature strip. The cards are used for access to the FSV Hollar building and to some FSV computer labs and libraries. Students also use their student cards to pay for printing and copying as well as in the UK cafeterias.

In order for the student to be able to use the card for printing/copying and also in the UK cafeterias, the student must put credit on his/her student card. Please note, the card basically operates with two different accounts and thus you need to put in credit separately for printing and for use in the cafeterias.



When a student enrolls at Charles University, s/he can choose between two types of student identity cards:

- regular UK student ID card
- UK – ISIC card

ISIC is the only internationally recognized student identity card. Its holder gains access to a wide range of benefits and discounts. UK students have the attractive option of getting a UK Student Card that is merged with the ISIC card, thus enabling the student to use all standard UK services and also benefit from ISIC-related discounts. The UK student card

itself is issued free of charge, the standard annual ISIC fee for UK students is 230 CZK. The ISIC function of the card expires after 16 months at the latest. Standard validity is from the beginning of September till the end of December of the following year.

Detailed information on UK student cards can be found on the UK website in section Students/Charles University Student Cards. Don't forget that it is necessary to use your ISIC card to secure access to CAS, which is the Central Authentication Service of Charles University; cas.cuni.cz. CAS makes it easy for you to log in to university and Faculty applications so that you can use the same username and password everywhere. If you have problems with access and you do not know the advice, all you have to do is contact our IT department, and they will be happy to advise you - it@fsv.cuni.cz.

2. IT – LOGINS, PASSWORDS, WI-FI, MICROSOFT 365, GMAIL

USER'S ACCOUNT

Each student at the FSV is issued a computer account for the PCs at the FSV; it is activated once the initial password provided at the Card Service Centres has been changed. Please do not share your Login information with other students; students bear the responsibility for the misuse of their Account in case of insufficient protection of the password.

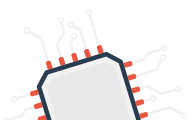
Please note student account is automatically terminated once the studies have been completed. Student's account may also be temporarily blocked or terminated in cases of the violation of the rules regarding the use of the computer technology of the Faculty.

THE LOGIN AND CHARLES UNIVERSITY CENTRAL AUTHENTICATION SERVICE (CAS) PASSWORD

Together with a student ID card student is issued an initial password at the Card Service Centre which s/he is required to change within 5 days at the following address: <https://ldap.cuni.cz>. The CAS Password enables students to set their own password(s) for all of the university-wide applications (the SIS, library catalogue, Eduroam wifi network, etc.). There are two types of login: a name login (sequence of letters and number(s)) and a numerical login (printed on the student ID under the photograph).

FORGOTTEN LOGIN

Numerical login is printed on the student ID card under the photograph. Computer lab 016 in the Opletalova building and library in the Hollar building have computers (visibly labelled with a sign Logins) allowing access to an online application where students



can look up their name login based on knowing their numerical login. Students can also contact the User Support staff during office hours for name login.

FORGOTTEN PASSWORD

A password can be reset in CAS in three ways:

- 1) A student can ask for an initial password to be generated (and printed out) at any card service centre. Again s/he will be required to change the initial password within 5 days at the following Address: <https://ldap.cuni.cz>.
- 2) A student can ask the User Support staff at one of the Faculty buildings to reset their password. The student will be required to show their student ID.
- 3) A student can use the form on <https://ldap.cuni.cz/reset> to fill in the required personal data: first name, last name, student ID number, date of birth, the last four digits of the national ID number (can be provided by the International Office) and a valid email address; and type in his/her own password. If all the personal data match, the student will receive an email to the address indicated in the form, containing a link to a page where s/he will be asked to confirm his/her new password.

WI-FI

A wireless network is available for student use throughout the Hollar, Opletalova and Pekařská buildings. The WI-FI network can be accessed through EDUROAM. Information on how to connect including step-by-step guide is available on Faculty's intranet, section Guides and Manuals.

STUDENT FACULTY EMAIL ACCOUNT

You will have your own faculty e-mail, where you will receive valuable information from teachers, from the SIS, etc. So check it regularly.

At first, some e-mails from teachers may go to your private account, but this will change over time, and it is essential to use the Faculty e-mail. If for some reason you do not want to use this e-mail, then set up automatic forwarding to your personal e-mail, so that you do not lose important information (exam dates, changes in lectures, etc.). However, be aware that access rights to shared documents can only be valid via the original e-mail.

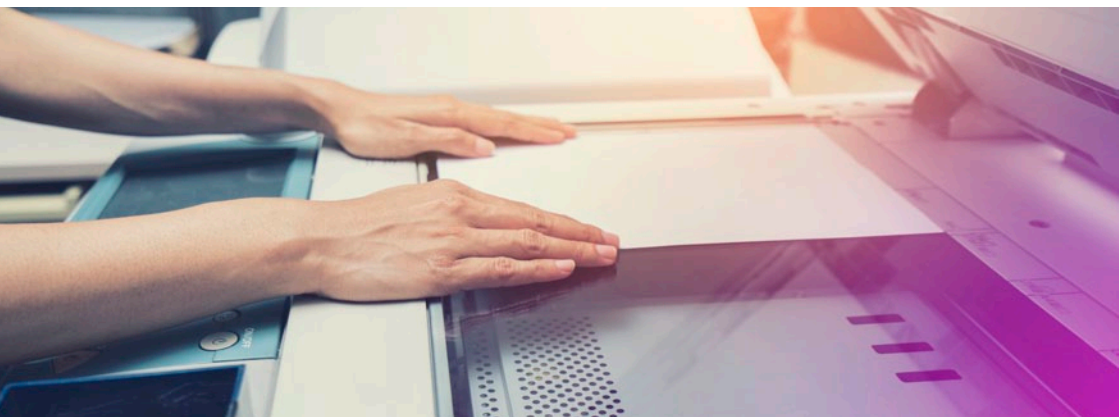
MICROSOFT OFFICE 365 FOR STUDENTS

Faculty provides its students with a complete Microsoft Office 365 Professional Plus license for up to 5 devices. If you want to use this license, register on office365.fsv.cuni.cz and then download the license from the Office365 cloud. The license is associated with the assigned account, which after registration has the form UKČO@fsv.cuni.cz. You can find more details on the pages of our IT.



COPYING

Most school copiers and printers also work on a student ID card. First, you have to deposit the necessary amount in the library at the counter to the card account – you can do that in the library. Then all you have to do is to wave with a barcode in front of the reader, enter the relevant parameters and then remove the desired papers. And also, after the end of the ritual, log out of the device so that someone does not print out a diploma in three copies, for example, on your account.



IMPORTANT INFORMATION

- By default, you access your G Suite account via Gmail.
- Your login details are the same as the number on your ISIC and the ones you use to log in to SIS and CAS. Your login name is therefore in the format, e.g. 12345678@fsv.cuni.cz.
- The login password is the same as your CAS login password and must be at least eight characters long.
- IT staff is authorized to provide user support only in the event of a login data malfunction. In this case, prepare a valid ISIC card for identity verification during a personal visit.
- If you know that you will not look at the Faculty e-mail regularly, have incoming mail forwarded from it to the address you will use. However, be aware that access rights to documents can only be valid via the original e-mail.
- Your data in G Suite is owned by FSV UK. The administrator has rights to all primary calendars of all users and limited rights to Google Groups.
- We must point out that when using the G Suite, each student is obliged to comply

with legal and other binding regulations.

- If there is a problem and you do not know the advice, our IT department will help you - just write to google@fsv.cuni.cz.

AND DON'T FORGET TO

- Get a student ID
- Register in the SIS and check personal data. If some do not allow the SIS to be repaired, it must be documented by the study department.
- Log in to the Faculty e-mail and, if necessary, set up automatic forwarding.
- Rewrite important data from the academic year schedule.
- Carefully study the currently valid rules for the organization of the study.
- Monitor social networks of FSV UK
- Share with us your study experiences on social media with #FSVUK.

3. THE STUDENT INFORMATION SYSTEM (SIS)

The Student Information System (accessible at www.is.cuni.cz/studium) serves students, academic staff, and applicants for study at Charles University; it provides comprehensive information on study-related matters. The SIS is basically a database of all classes, their syllabi and schedule as well as all UK students and lecturers.

Using the SIS, students sign up for classes at the beginning of each semester and for exams at the end of semester. The SIS serves as an electronic record of studies.

4. LIBRARIES

The Faculty of Social Sciences has three libraries of its own. The Central Library in the Hollar building (Smetanovo nábřeží 6, Prague 1) serves as a methodology center for scientific information as well as a library which lends materials from the field of journalism, media studies and marketing. Opletalova Library (Opletalova 26, Prague 1) specializes in economic literature. Jinonice library (U Kříže 1, Prague 5 - Jinonice) is primarily focused on sociology, political science and international studies.

While you are studying at FSV UK, you can borrow books, read newspapers and magazines (both current daily press and archive issues), study university theses, use electronic information resources, get advice about the methodology of your scientific research, benefit from a rich digital library, use reprographic services (printing, copying, scanning) or library services (interlibrary loan service, assistance in searching). The library is also provided with study places and a computer room equipped with high quality audio and video technology - all to ensure efficient studies.

Moreover, our library offers wide range of the electronic resources through e-Resources CUNI Portal. Library provides access to the world's largest information databases (many are available throughout the CU but there are also unique technical databases only within FSS) – EIS is accessible through the Portal of Electronic Sources. It's up to you whether you want to look at the latest subject field research or read the current issue of The New York Times or The Economist.

HOW TO BORROW?

To search for documents (books, theses, journals, newspapers...), use the online catalog (<http://ckis.cuni.cz>). The availability of requested publications is shown in the "Library (no. of items)" (FSV UK). Via catalog you can also make a reservation or order a book.

A large portion of the collection is located in external storage (Krystal, Lešetice), from which the documents can be requested via the online catalog. The latest publications can be found in the reading rooms (marked in the catalog as "Reading Room"). The delivery time ranges from 3 days in Krystal and from 3 weeks to a month from the depositary in Lešetice. Registered readers can borrow books for 30 days.

The maximum number of external loans is 30 titles. It is essential to respect the lending period or a penalty for late return is charged (according to a valid price list). If a requested book is not available in our libraries you can use the interlibrary loan service. Requested title will be borrowed from other libraries outside of Prague (free service) or from abroad (paid service). Requests should be sent to mvs@fsv.cuni.cz.

HOLLAR BUILDING

The Library in the Hollar building exerts the functions of a centre for scientific information and it manages in-house and outside loans from the specialized journalist collections. These open-shelf collections are partly, along with the handbook library, located in the reading rooms. The most of the collections is located in depositories and loans are realized on request in advance. Always check the opening hours of the library at their [website](#) before you decide to go there. This is how you make sure that they are opened.

OPLETALOVA BUILDING

The Library in the Opletalova building collects economic literature. The library is relatively small and serves rather as a reference library and reading room. Originals and journals are available open-shelf in the library's reading room and for in-house loans only. Books for outside loans are located in the depository and need to be ordered in advance. Always check the opening hours of the library at their [website](#) before you decide to go there. This is how you make sure that they are opened.

JINONICE BUILDING

This library serves primarily the FSV UK departments located in the building at Pekarska street (Institute of Sociological Studies, Institute of Political Studies, Institute of International Studies). Always check the opening hours of the library at their [website](#) before you decide to go there. This is how you make sure that they are opened.



5. HOUSING AND CAFETERIAS

HALLS OF RESIDENCE

Charles University owns and operates total of 11 halls of residence around Prague where students can find comfortable and cheap accommodation. Although Faculty of Social Sciences mainly accommodates its own students in halls of residence situated in Prague 10 and Prague 6, housing in other UK dormitories might be arranged based on student's preference and subject to free capacity of the chosen hall of residence.

Housing options vary from a single room with ensuite bathroom and toilet to a double room with shared bathroom and toilet facilities. The prices range from 3,500 CZK to 5,500 CZK (130–200 EUR) per month and depend on the location of the hall of residence, the number of people in the room and the room equipment. Each hall of residence offers basic facilities such as a kitchen, a fridge, an internet access and a laundry and drying room, some would also feature a common room or a gym and an adjoining cafeteria. Unfortunately online housing reservation system has not been finished yet and thus students who wish to stay in one of the halls of residence have to apply through the International Office. Students should make sure to read carefully both the Accommodation Agreement and the General Terms and Conditions of Accommodation in the Dormitories of Charles University.

CAFETERIAS

UK student cafeterias can be found all around Prague and generally are close to either one of the UK faculties or halls of residence. For students who most often find themselves in the Hollar or Opletalova building, the following three cafeterias would be the closest:

- Právnická cafeteria, Nám. Curieových 7
- opening hours: Mo-Th 10:45 am - 2:30 pm and Fr 10:45 am - 2:00 pm
- Kajetánka cafeteria, Radimova 35/12
- opening hours: Mo-Th 10:45 am - 2:30 pm and Fr 10:45 am - 2:00 pm
- The Pekařská building features the Baker Street Bistro; however, it is not related to the faculty, nor it is a student's cafeteria.



Generally, the student cafeterias are quite affordable since the price for a lunch menu consisting of a soup and a main dish is usually around 70 CZK/3,50 EUR. Typically students would have a choice from 4 or 5 options, and sometimes even a dessert is included. It is possible to use a reservation system either directly at the cafeteria or online at www.kam.cuni.cz to order a specific choice for the next day.

6. HEALTH CARE

HEALTH INSURANCE FOR EU CITIZENS

All EU nationals should be able to cover the cost of standard medical treatment through their European Health Insurance Card (EHIC), through form E111, or through a Provisional Certificate. However, in order to obtain treatment under the provisions of European regulations, students must make sure to contact a medical institution that has a contract with the Czech public health insurance system (most of them have, but some institutions are purely private). Also, students must take their EHIC or form E111 with them as well as an ID (eg. passport, ID card, driver's licence). Otherwise, the physician can insist on cash payment.

If you need treatment by a specialist, the general practitioner will refer you to one. In urgent cases patients can go to a hospital with the EHIC/E111 directly and transport to the hospital is covered by the insurance system and is provided free of charge. In the case of urgent medical transport, or in the case of treatment by a doctor from the emergency services, it is also necessary to present your EHIC/E111 or Provisional Certificate.

Standard dental care is generally covered by the health insurance system. As in other EU countries, however, some forms of non-essential (cosmetic) treatment or higher quality materials require extra payments.

Other kinds of medically related care, e.g. non-urgent treatment, or medically assisted transport home following serious illness or injury, are not covered by EHIC/E111, and for these eventualities, we recommend students take out extra medical travel insurance with an insurance provider in their home country.

HEALTH INSURANCE FOR NON-EU CITIZENS

Students from countries outside the EU are not covered by the EHIC/E111. However most students will have already purchased international travel medical insurance as it is one of the prerequisites for receiving a student visa. For students who have not done so it is recommended to purchase insurance from a Czech provider. Všeobecná zdravotní

pojišťovna (VZP) is generally recommended as they have the widest health-care network. In the Czech Republic, non-prescription drugs and medicines are sold only in pharmacies and generally are not available at supermarkets. Pharmacies may be recognised by the prominent green cross displayed over the shop-front.

Further information including contact details for selected health care centers able to provide service in English language is available on the Faculty's website.

Actualities: Due to current coronavirus situation, the students are required to be also insured for covid-related insurance events. Students should check with their insurance company whether the purchased insurance covers the-covid related events.

7. SPORT

Faculty of Social Sciences does not have its own department of sports and physical education, however students can participate in sport activities organized by the Faculty of Arts and also Faculty of Law. Among the most common sport classes are volleyball, basketball, floorball, squash, badminton and swimming, but also yoga, tai-chi, ping pong, zumba, rowing or bouldering.

All necessary information on sport classes on offer can always be found at the Faculty of Arts department of Physical Education website <http://ktv.ff.cuni.cz>. Students who wish to participate in some of the sports classes will have to register at the website using their CAS login. Students can set their Jinonice domain password online when they login into <https://ldap.cuni.cz> using their CAS login and password.

Some of the sports activities that are less demanding in terms of space needed, such as yoga or tai-chi, are held in a gym in the Jednota hall of residence close to the Institute of Economic Studies. However the majority of sports activities are held in the Hostivař sports centre which is not so centrally located.

The Faculty of Arts Department of Physical Education really only communicates in Czech thus signing up for a sports activity and finding out details might be a bit challenging in the beginning. If you would like to join a sports class from the very beginning of your studies we recommend you ask either a Czech fellow student, a member of the ESN CU Prague or some of your older fellow students to help you.



8. ERASMUS STUDENT NETWORK CHARLES UNIVERSITY PRAGUE (ESN CU PRAGUE)

Erasmus Student Network Charles University Prague (ESN CU Prague) is a student club which organises various social, cultural and sports events for both international and Czech students, and generally helps international students with their stay in Prague. Students of all faculties of our university are welcome to take part in activities and events including trips and parties.

Aside from social events and various trips and excursions, which give students a chance to explore the Czech history, cultural heritage and nature, the following activities are among the most important the ESN CU Prague organizes:

- **Buddy program** which provides international students with a helping hand from the local students thus making their stay in Prague more comfortable and enjoyable;
- **Orientation week** when students have an opportunity to meet future fellow classmates, discover the university and the beauty of Prague;
- **Tandem teaching program** where students are paired so that they can teach each other the requested language;
- **Czech film club** as a weekly event when Czech films are screened with English subtitles with free admission;

ESN CU Prague Contact Information

<https://esncuprague.cz> / info@esncuprague.cz

Buddy Programme: buddy@esncuprague.cz

9. PUBLIC HOLIDAYS

There are 13 days throughout the year that are by law defined as public holidays and are considered non-working days. Generally the Faculty buildings would be closed and no classes would be held on these days. For the academic year 2020/2021, the public holidays fall on the following days:

| | |
|----------------------------|------------------------------|
| 28 th September | Czech Statehood Day |
| 28 th October | Independence Day |
| 17 th November | Freedom and Democracy Day |
| 24 th December | Christmas Eve |
| 25 th December | Christmas Day |
| 26 th December | St. Stephen's Day/Boxing Day |
| 1 st January | New Year's Day |
| 10 th April | Easter Friday |
| 13 th April | Easter Monday |
| 1 st May | May Day/Labour Day |
| 8 th May | Liberation Day |
| 5 th July | Cyril and Methodius Day |
| 6 th July | Jan Hus Day |





10. WHO TO TALK TO WHEN YOU NEED...

In the table below you will find a list of where to go when you need specific information or services. If you need something which is not found in this list, please contact the International Office. The most recent list of administrative personnel and their positions can be found on the Faculty website.

| | |
|---|---|
| accommodation, UK halls of residence | Accommodation Office / International Office |
| add/drop courses | International Office – Student Services Officer |
| advising, general | International Office / UK Information and Advisory Centre |
| advising, academic | Programme coordinator |
| admissions | International Office |
| complaint, general | International Office |
| complaint, academic | Programme coordinator |
| computer login and password, obtaining | UK Card Service Centre |
| confirmation of study, obtaining | International Office |
| counselling, psychological | UK Information and Advisory Centre |
| diploma, information | International Office – Student Services Officer |
| graduation, information and ceremony | International Office – Student Services Officer |
| interruption of studies, to apply for | International Office – Student Services Officer |
| registration for classes | SIS online / International Office – Student Services Officer |
| residence permit, information and advice on obtaining | International Office |
| scholarship, application for | International Office |
| social and health insurance, information | International Office |
| student ID card | UK Card Service Centre |
| student mobility | International Office – Erasmus coordinator / Inter-university exchanges coordinator |
| thesis, Master's or Bachelor's | Programme coordinator / International Office |
| transcripts, request copies | International Office |
| transfer credit, request | International Office – Student Services Officer |
| tuition, payment of | International Office |
| visa, information and advice on obtaining | International Office |



F. ACADEMIC CALENDAR

The Academic Year commences on 1st October 2020 and finishes on 30th September 2021. Registration for new and continuing degree-seeking students takes place before the beginning of the academic year. Degree-seeking students will be allowed to register for their studies only once a year, prior to the start of the Winter Semester. Special arrangements will be made for visiting students who are scheduled to arrive halfway through the year, enabling them to register at the start of the Summer Semester. This option is not available for degree-seeking students.

Registration for individual classes is open twice per year, at the start of the relevant semester. Students will be allowed to register for classes solely through the on-line Student Information System (SIS) and during the period prescribed in this calendar. Registration for classes during the prescribed period is a prerequisite for the successful completion of the class!

| PRE-SEMESTER PERIOD (end of the academic year of 2019/2020 and preparation for the academic year of 2020/2021) | 1. 9. 2020 to 27. 9. 2020 |
|--|--|
| Enrolment of applicants admitted to Bachelor's and Master's study (in accordance with the list from Student Services Office) (except for CERGE) | from 15. 6. 2020 to 26. 6. 2020 1. 9. 2020 to 11. 9. 2020 |
| Enrolment of applicants admitted to Bachelor's and Master's study in the study programmes offered in a foreign language (in accordance with the list from International Office) (except for CERGE) | 17. 6. 2020 19. 9. to 20. 9. 2020 |
| CERGE - enrolment of applicants admitted to Master's study | 21. 9. to 25. 9. 2020 |
| Enrolment of applicants admitted to the first year of Doctoral study | 29. 6. and 21. 9. 2020 |
| Examination period for summer semester of 2019/2020 (continuation) | 1. 9. to 25. 9. 2020 |
| Enrolment of current students of Bachelor's and Master's study in the 2 nd and higher years of study, assessment of study obligations | 14. 9. 2020 to 30. 9. 2020 |
| Alternative term of enrolment of current students of Bachelor's and Master's study and newly admitted students in Bachelor's, Master's and Doctoral study | 22. 10. 2020 |
| Graduation ceremony of graduates from Master's study (graduates from June of 2020) | 16. 9. 2020 to 18. 9. 2020 |
| Matriculation ceremony | 22. 10. 2020 |

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| State examinations – autumn terms | |
| Bachelor's study | 1. 9. 2020 to 30. 9. 2020 |
| Master's study | 1. 9. 2020 to 30. 9. 2020 |
| Submission of applications for rigorosum examinations | by 10. 7. 2020 |
| Submission of rigorosum theses | by 4. 9. 2020 |
| Doctoral state examinations | 7. 9. 2020 to 18. 9. 2020 |
| WINTER SEMESTER 2020/2021 | 1. 10. 2020 to 14. 2. 2021 |
| Beginning of courses in winter semester | 29. 9. 2020 |
| Courses | 29. 9. 2020 to 22. 12. 2020 |
| Registering for subjects in winter semester for Bachelor's study (only via SIS UK programme) | 14. 9. 2020 from 12.00 p.m. to 5. 10. 2020 until 23.59 p.m. |
| Registering for subjects in winter semester for follow-up Master's and Doctoral study (only via SIS UK programme) | 14. 9. 2020 from 10.00 a.m. to 5. 10. 2020 until 23.59 p.m.. |
| Registering for subjects for students of other faculties | 21. 9. 2020 from 10.00 a.m. to 5. 10. 2020 until 23.59 p.m.. |
| Graduation ceremony of graduates from Bachelor's study (graduates from June of 2020) | 6. to 8. 10. 2020 |
| Dean's day off | 16. 11. 2020 |
| Graduation ceremony of graduates from Bachelor's, Master's (graduates from September of 2020) and Doctoral study | Bachelor's 8. 12. 2020 Master's 10. 12. 2020 Doctoral 9. 12. 2020 |
| Christmas holidays | 23. 12. 2020 to 3. 1. 2021 |
| Submission of Bachelor's and Diploma theses for the State final examination in January and February terms | 5. 1. 2021 |
| Registration for State final examination (Bachelor's + Master's) | from 1. 12. 2020 until 5. 1. 2021 |
| Deadline for fulfilling all the study obligations and submission of a signed list to the Student Services Office, for students registered for the State final examination in Bachelor's study, even if the list is submitted by the institute | 12. 1. 2021 |
| Deadline for fulfilling all the study obligations and submission of a signed list to the Student Services Office, for students registered for the State final examination in Master's study, even if the list is submitted by the institute | 12. 1. 2021 |
| State examinations – winter terms | |
| Bachelor's study | 25. 1. 2021 to 5. 2. 2021 |
| Master's study | 1. 2. 2021 to 12. 2. 2021 |
| Rigorosum examinations | 12. 10. 2020 to 23. 10. 2020 |
| Doctoral study | 23. 11. 2020 to 22. 1. 2021 |
| Listing of topics of theses in SIS UK actively offered by teachers to students | through winter semester, no later than 10. 1. 2021 |

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| Submission and filing of projects and theses of Bachelor's and Diploma theses (for students who intend to submit their Diploma or Bachelor's thesis at the end of winter semester of 2021/2022 at the earliest) | may be stipulated within the fulfilment of the course of the seminar for final theses or by a decree of the director of the institute, no later than 30. 4. 2021 |
| Evaluation of teaching by students of winter semester of 2020/2021 | 18. 1. 2021 to 19. 2. 2021 |
| Week for substituted courses (including substitution for 28. 10. and 16. 11. 2020) and examination pre-terms | 4. 1. 2021 to 8. 1. 2021 |
| Registering for examinations in SIS UK | from 1. 12. 2020 |
| Examination period | 11. 1. 2021 to 14. 2. 2021 |
| SUMMER SEMESTER OF 2020/2021 | 15. 2. 2021 to 30. 6. 2021 |
| Beginning of courses in summer semester | 15. 2. 2021 |
| Courses | 15. 2. 2021 to 14. 5. 2021 |
| Registering for subjects in summer semester for Bachelor's study (only via SIS UK programme) | 1. 2. 2021 from 12.00 p.m. to 21. 2. 2021 do 23.59 p.m. |
| Registering for subjects in summer semester for follow-up Master's and Doctoral study (only via SIS UK programme) | 1. 2. 2021 from 10.00 a.m. to 21. 2. 2021 do 23.59 p.m. |
| Registering for subjects in summer semester for students of other faculties | 8. 2. 2021 from 10.00 a.m. to 21. 2. 2021 do 23.59 p.m. |
| Graduation ceremony of graduates in winter semester | Bachelor's 25. 3. 2021 Master's 24. 3. 2021 |
| Dean's day off | 30. 4. 2021 |
| Rector's day | 12. 5. 2021 |
| Curricula | |
| Opening of Karolinka for the academic year of 2021/22 | 5. 4. 2021 |
| Submission of Karolinka for the academic year of 2021/22 | 13. 6. 2021 |
| Submission of Bachelor's and Diploma theses for the State final examination in June terms | by 4. 5. 2021 |
| Registration for the State final examination (Bachelor's + Master's) | 19. 4. 2021 to 4. 5. 2021 |
| Deadline for fulfilling all the study obligations and submission of a signed list to the Student Services Office, for students registered for the State final examination in Bachelor's and Master's study in June terms, even if the list is submitted by the institute | by 28. 5. 2021 |
| State examinations – summer terms | |
| Bachelor's study | 7. 6. 2021 to 18. 6. 2021 |
| Master's study | 14. 6. 2021 to 25. 6. 2021 |
| Doctoral study | 17. 5. 2021 to 4. 6. 2021 |
| Listing of topics of theses in SIS UK actively offered by teachers to students | through summer semester, no later than 9. 5. 2021 |

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| Submission and filing of projects and propositions of Bachelor's and Diploma theses (for students who intend to submit their Diploma or Bachelor's thesis at the end of summer semester of 2021/2022 at the earliest) | may be stipulated within the fulfilment of the course of the seminar for final theses or by a decree of the director of the institute, no later than 30. 9. 2020 |
| Submission of applications for rigorosum examinations | by 8. 1. 2021 |
| Submission of rigorosum theses | by 5. 2. 2021 |
| Rigorosum examinations | 8. 3. to 19. 3. 2021 |
| Evaluation of teaching pursued by students of summer semester of 2020/2021 | 7. 6. 2021 to 9. 7. 2021 |
| Week for substituted courses (including substitution for 30. 4. and 12. 5. 2021) and examination pre-terms | 17. 5. 2021 to 21. 5. 2021 |
| Registering for examinations in SIS UK | from 1. 4. 2021 |
| Examination period | 24. 5. 2021 to 30. 6. 2021 1. 9. 2021 to 10. 9. 2021 |
| State examinations – autumn terms | |
| Bachelor's study | 6. 9. 2021 to 17. 9. 2021 |
| Master's study | 13. 9. 2021 to 24. 9. 2021 |
| Submission of applications for rigorosum examinations | by 9. 7. 2021 |
| Submission of rigorosum theses | by 3. 9. 2021 |
| Doctoral state examinations | 6. 9. 2021 to 17. 9. 2021 |
| ADMISSIONS PROCEDURE | |
| Submission of conditions for admissions procedure for the academic year of 2022/2023 | 1. 3. 2021 |
| Submission of applications for Bachelor's and Master's study | by 31. 3. 2021 |
| Submission of applications for Bachelor's and Master's study offered in foreign language | by 30. 4. 2021 |
| CERGE – submission of applications for Master's study | by 31. 3. 2021 |
| Submission of applications for Doctoral study in terms of Doctoral programmes with the beginning of classes on 1 October 2021 | by 30. 4. 2021 |
| Submission of applications for Doctoral study in terms of Doctoral programmes with the beginning of teaching on 1 March 2022 | by 30. 11. 2021 |
| CERGE – submission of applications for Doctoral study | by 31. 3. 2021 |
| Admissions examination | |
| Bachelor's and Master's study | from 1. 6. 2021 |
| Bachelor's and Master's study programmes offered in foreign language | 3. 4. 2021 to 31. 8. 2021 |
| Doctoral study | |
| Admissions procedure for Doctoral study in terms of Doctoral programmes with the beginning of teaching on 1 March 2021 | until 10. 2. 2021 |

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| Admissions procedure for Doctoral study in terms of Doctoral programmes with the beginning of classes on 1 October 2021 | until 31. 8. 2021 |
| Substitute term for admissions examinations for all the programmes | 28. 6. 2021 to 9. 7. 2021 |
| SUMMER HOLIDAYS | 1. 7. 2021 to 31. 8. 2021 |
| Deadline for fulfilling all the study obligations, for students registered for the State final examination in Bachelor's and Master's study in September | by 31. 7. 2020 |
| Submission of Bachelor's and Diploma theses and applications for the State final examination held in autumn (in accordance with SZŘ UK/Study and Examination Regulations of Charles University, this is a current term) | by 31. 7. 2020 |
| Pre-semester period of the academic year of 2021/2022 (Examination period in summer semester – see above until 11. 9. 2021) | 1. 9. 2021 to 30. 9. 2021 (from 1. 9. until 24. 9. 2021 it is possible to hold Bachelor's, Master's and Doctoral State final examination for students, in accordance with SZŘ UK, this is a current term) |



G. USEFUL CONTACTS

1. FACULTY OF SOCIAL SCIENCES

INTERNATIONAL OFFICE

Location:

Hollar Building, Rooms 216, 217 and 218
Faculty of Social Sciences
Smetanovo nabrezi 6, 110 01 Praha 1

Head of International Office:

Michaela Rudinská (room no. 218)
phone: +420 222 112 228
e-mail: svoz@fsv.cuni.cz

| Name | Areas of Responsibility | Telephone | Email | Room |
|----------------------------|--|------------------|--|------|
| Mgr. Lukáš Budín | English-taught Bachelor and Master Degree programmes | +420 222 112 254 | degreeprograms@fsv.cuni.cz | 216 |
| Ing. Eva Kapuciánová | English-taught Bachelor and Master degree programmes | +420 222 112 287 | degreeprograms@fsv.cuni.cz | 216 |
| RNDr. Michal Semian, Ph.D. | Erasmus Mundus Joint Master Degree Programmes | +420 222 112 184 | degreeprograms@fsv.cuni.cz | 216 |
| Kateřina Fridlová | English-taught Bachelor and Master Degree programmes, Degree Recognition (nostrification) | +420 222 112 284 | admissions@fsv.cuni.cz | 216 |
| Bc. Marie Stanovská | Inter-faculty cooperation: outgoing students Inter-university exchanges: outgoing students Rector's Mobility Fund Freemover: outgoing students Summer School TFAS Prague (AIPES) Short Study Visit Programmes - incoming Freemovers | +420 222 112 221 | studyabroad@fsv.cuni.cz | 216 |
| Mgr. Eliška Kubjätová | Inter-faculty cooperation: incoming students Inter-university exchanges: incoming students ERASMUS+ International Credit Mobility | +420 222 112 226 | exchange@fsv.cuni.cz | 216 |
| Antonella Kopic Bernardon | Inter-government exchanges: both incoming and outgoing students AKTION, CEEPUS, DAAD | +420 222 112 187 | inbound@fsv.cuni.cz | 216 |

| | | | | |
|------------------------|--|------------------|----------------------|-----|
| Mgr. Barbora Čapinská | Visiting PhD Students and Researchers Guest Lecturers and Visiting Scholars Short Research Visits Visegrad Fund stipendiaries | +420 222 112 186 | mobility@fsv.cuni.cz | 217 |
| Ing. Radek Kovács | ERASMUS+ study exchanges: outgoing students ERASMUS+ practical and graduate placements: outgoing students ERASMUS+ academic staff mobility Erasmus+ staff training Leadership exCHANGE (summer school) | +420 222 112 235 | outgoing@fsv.cuni.cz | 217 |
| Ing. Magdaléna Čapková | ERASMUS+ incoming students ERASMUS+ practical placements: incoming students | +420 222 112 273 | incoming@fsv.cuni.cz | 216 |

INSTITUTES

Institute of Communication Studies and Journalism

Address: Smetanovo nábřeží 6, 110 01 Prague 1 / Hollar building

Directions: The closest metro station is Národní třída (yellow line B);
closest tram stop is Národní divadlo – trams no. 6, 9, 22, 18 or 17.

Institute of Economic Studies

Address: Opletalova 26, 110 00 Prague 1 / Opletalova building

Directions: The closest Metro station is Muzeum (transfer station: green line A, red line C).

Institute of International Studies

Address: Pekařská 10, 158 00 Praha 5

Institute of Political Studies and Institute of Sociological Studies

Address: Pekařská 16, 158 00 Praha 5

Directions: The closest metro station is Nové Butovice (yellow line B);
closest bus stop is Nvé Butovice – buses no. 137, 149 and 168.

STUDY PROGRAMMES

Bachelor in Economics and Finance (BEF)

Programme Supervisor: Doc. PhDr. Julie Chytilová Ph.D. / e-mail: garant.bef@fsv.cuni.cz

Programme Coordinator: RNDr. Michal Červinka Ph.D. / e-mail: michal.cervinka@fsv.cuni.cz

Social Sciences (SOSCI)

Academic Supervisor: doc. Mgr. Martin Hájek, Ph.D. / e-mail: martin.hajek@fsv.cuni.cz

Programme Coordinator: Ing. Zuzana Kotherová, Ph.D. /

e-mail: zuzana.kotherova@fsv.cuni.cz

Promotion & Contact Person: Preeti Rajendran / e-mail: preeti.rajendran@fsv.cuni.cz

History and Area Studies (HAS)

Programme Coordinator: doc. PhDr. Jiri Vykoukal, CSc. / e-mail: jiri.vykoukal@fsv.cuni.cz

Prague Area Studies Coordinator: Klára Žaloudková / e-mail: prareas@fsv.cuni.cz

Politics, Philosophy and Economics (PPE)

Programme Director: Janusz Salamon, Ph.D. / e-mail: janusz.salamon@fsv.cuni.cz,

janusz.salamon@univ-oxford.com

Programme Coordinator: Mgr. Jakub Franěk, Ph.D. / e-mail: jakub.franek@fsv.cuni.cz

Master in Economics and Finance (MEF)

Programme Director: doc. PhDr. Adam Geršl, Ph.D. / e-mail: adam.gersl@fsv.cuni.cz

Programme Coordinators: Jiří Novák, M.Sc., Ph.D. / e-mail: jiri.novak@fsv.cuni.cz,

PhDr. Jaromír Baxa, Ph.D. / e-mail: jaromir.baxa@fsv.cuni.cz

Media and Area Studies (MARS)

Academic Supervisor: doc. Nico Carpentier, Ph.D. / e-mail: nico.carpentier@fsv.cuni.cz

Programme Coordinator: Mgr. Jan Miessler / e-mail: jan.miessler@fsv.cuni.cz

International Economic and Political Studies (IEPS)

Programme Supervisor: Doc. Ing. Vladimír Benáček, CSc. /

e-mail: vladimir.benacek@fsv.cuni.cz

Programme Coordinator: Mgr. Martin Riegl, Ph.D. / e-mail: martin.riegl@fsv.cuni.cz

Corporate Strategy and Finance in Europe (CSF)

Academic Supervisor: doc. PhDr. Martin Gregor, Ph.D. /

e-mail: martin.gregor@fsv.cuni.cz

Programme Coordinator: PhDr. Lenka Št'astná, Ph.D. / e-mail: lenka.stastna@fsv.cuni.cz

Balkan, Eurasian and Central European Studies (BECES)

Programme Supervisor and Coordinator: Doc. PhDr. Tomáš Nigrin Ph.D. /

e-mail: tomas.nigrin@fsv.cuni.cz

Master in Area Studies (MAS)

Programme Supervisor and Coordinator: Prof. JUDr. PhDr. Ivo Šlosarčík, LL.M., Ph.D /
e-mail: ivo.slosarcik@fsv.cuni.cz

International Masters in Economy, State and Society (IMESS)

Programme Supervisor and Coordinator: Doc. PhDr. Jiří Vykoukal, CSc. /
e-mail: jiri.vykoukal@post.cz

European Politics and Society (EPS)

Programme Supervisor: Mgr. Eliška Tomalová, Ph.D. / e-mail: eliska.tomalova@fsv.cuni.cz
Programme Coordinator: PhDr. Martin Mejstřík / e-mail: martin.mejstrik@fsv.cuni.cz

Geopolitical Studies (GPS)

Programme Supervisor: PhDr. Michael Romancov, Ph.D.
Programme Coordinator: Mgr. Martin Riegl, Ph.D. / e-mail: martin.riegl@fsv.cuni.cz

Master in International Security Studies (MISS)

Programme Supervisor: Doc. PhDr. Běla Plechanovová, CSc.
Programme Coordinator: PhDr. Vít Střítecký, M.Phil., Ph.D. /
e-mail: vit.stritecky@fsv.cuni.cz
PhDr. Jakub Tesař, Ph.D. / e-mail: jakub.tesar@fsv.cuni.cz

Master in International Relations (MAIN)

Programme Supervisor: Doc. PhDr. Jan Karlas, M.A., Ph.D. / e-mail: jan.karlas@fsv.cuni.cz
Programme Coordinator: Mgr. Viera Knutelská, Ph.D. / e-mail: viera.knutelska@fsv.cuni.cz

Public and Social Policy (PSP)

Programme Supervisor: Doc. PhDr. Pavol Frič, Ph.D
Programme Coordinator: Mgr. Karolína Dobiášová /
e-mail: karolina.dobiasova@fsv.cuni.cz

Sociology in European Context (SEC)

Programme Supervisor: doc. PhDr. Zdeněk Uherek, CSc. / e-mail: zdenek.uherek@fsv.cuni.cz
Programme Coordinator: Mgr. Martin Tremčinský / e-mail: martin.tremcinsky@fsv.cuni.cz

PRAREAS Academic Coordinator

Mgr. Kateřina Papežová / e-mail: prareas@fsv.cuni.cz

Society, Communication and Media (SCM)

Academic Supervisor: prof. PhDr. Hynek Jeřábek, CSc. / e-mail: hynek.jerabek@fsv.cuni.cz

Programme Coordinator: Tomáš Zálešák / e-mail: tomas.zalesak@fsv.cuni.cz

Erasmus Mundus International Master in Security, Intelligence and Strategic Studies (IMSISS)

Academic Supervisor and Programme Coordinator: PhDr. Vít Střítecký, M.Phil., Ph.D. /

e-mail: vit.stritecky@fsv.cuni.cz,

Mgr. Anzhelika Solovyeva / e-mail: anzhelika.solovyeva@fsv.cuni.cz

FACULTY CENTRAL ADMINISTRATION

Faculty central administration resides in the Hollar building.

The Dean

PhDr. Alice Němcová Tejkalová, Ph.D.

e-mail: dekanka@fsv.cuni.cz

Vice-Dean for International Relations

PhDr. Zuzana Kasáková, Ph.D.

e-mail: zuzana.kasakova@fsv.cuni.cz

Member of Dean's Collegium – International and Foreign-Language Degree Programmes

PhDr. Malvína Krausz Hladká, Ph.D.

e-mail: malvina.hladka@fsv.cuni.cz

EMERGENCY PHONE NUMBERS

European Emergency Number: 112

Police: 158

Ambulance: 155

Fire brigade: 150

FOLLOW US!

Website: fsv.cuni.cz/en

Facebook: facebook.com/faculty.of.social.sciences

Instagram: fsv_univerzitarlova

Youtube: youtube.com/fsvuk

LinkedIn: [FSV UK Alumni](https://FSV_UK_Alumni)

2. CHARLES UNIVERSITY

INFORMATION AND ADVISORY SERVICES

- **Information Services**
e-mail: ipsc@ruk.cuni.cz
Web: <http://ipsc.cuni.cz>
Address: Celetná 13, 116 36 Prague 1
- **Office for Students with Special Needs**
e-mail: ipsc@ruk.cuni.cz
Address: Celetná 13, 116 36 Prague 1
- **Advice and Counselling Centre**
e-mail: counsel@ruk.cuni.cz
Address: Školská 13a, 110 00 Prague 1
- **CU Gifts and Souvenirs**
e-mail: point@cuni.cz
Web: <http://point.cuni.cz>
Address: Celetná 14, 116 36 Prague 1

CARD SERVICE CENTRES

- **Card service centre at the Information and Advisory Centre**
Address: Opletalova 38, 110 00, Prague 1,
building of the CU Students hall Kolej Jednota – ground floor
- **Card service centre at the Faculty of Law**
Address: nám. Curieových 7, 110 00 Prague 1 / ground floor, room no. 34
- **Card service centre at the Faculty of Mathematics and Physics**
Address: Ke Karlovu 3, 121 16 Prague 2 / second basement floor, room no. M266
Find more information on the [CUNI website](#)

FSV UK MERCH

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SOCIÁLNÍCH VĚD
Univerzita Karlova



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